



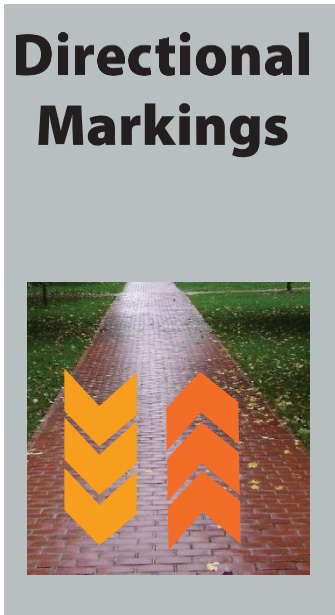
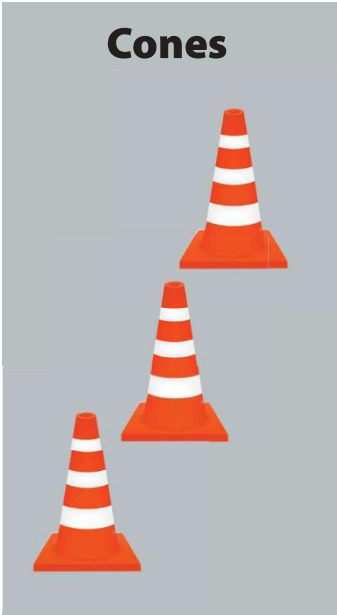
**2021 INFORMATION PACKET FOR CONVENTIONAL
UNRESTRICTED MOBILE FOOD UNITS / 07-U'S
(FOOD TRUCKS & TRAILERS)**

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MOBILE FOOD UNITS: PRACTICES FOR COVID-19

- Avoid overcrowding the mobile food unit with staff to ensure social distancing as much as possible.
- All food handlers must follow best hygiene practices, including frequent and thorough handwashing with soap and water for at least 20 seconds. Wash hands and change gloves frequently. Gloves must be worn when handling ready-to-eat foods.
- **All handwashing sinks must maintain running water at 100° F., soap, paper towels, trash container, and sign reminding employees to wash their hands. The sink must always be kept clean and accessible.**
- Have food handlers wear facial coverings.
- Take orders by phone or text. Customers may place orders at the service window - provide a barrier to protect employees.
- Increase cleaning and disinfecting frequency of cash registers, receipt trays, condiment holders, pens and other writing instruments, cell phones, and other high-touch surfaces; include hard surfaces such as tables and attached service counters used by employees and patrons during pickup and delivery. Disinfect the service counter after each patron contact.
- Encourage social distancing of six feet per person. Use signage, cones, or floor markers to convey where patrons and others should stand.
- Do not place any condiments or single use items on the exterior service counter. The employee must place these items in the customer's bag/carry out tray.

MOBILE FOOD UNITS: PRACTICE SOCIAL DISTANCING



HOUSTONHEALTH.ORG

Houston Health Department
8000 North Stadium Drive, Houston, TX 77054 832-393-5169



Conventional Unrestricted Units

General Information:

- **Examples of this type of unit:** Catering trucks, mobile taquerias, snow cone trailers, barbecue trailers, (vehicle or wheel-mounted vehicle that portions prepares or handles any open foods).
- May operate at one location or multiple locations, must submit to the health department list of all locations if operating for more than 1 hour; any relocations must be submitted to the department 48 hours before relocating.
- May also have a route, stopping at several businesses or construction sites. **If operating at site for more than 1 hour, a notarized property approval letter and approved restroom availability letter is required.**
- **All conventional unrestricted mobile food units must be taken to an approved commissary for the performance of all servicing operations within the 24-hour period preceding food operations on each day that they operate.**
- This type of unit requires potable and waste-water systems, including a utensil washing sink and separate hand sink.
- Determine whether plans are needed
 - New unit ⇒ YES
 - Unit approved in a city other than Houston or by a county health department ⇒ YES
 - Unit approved in Houston under a previous owner ⇒ NO, unless you remodel
 - Remodeled unit ⇒ YES
- Submit plans to Houston Health Department, Environmental Permit Office, 8000 N Stadium Dr., 1st floor – pay plan review fee.
- If approved, construct unit according to the approved plans
- You will be notified to take unit to the Environmental Inspection Center, 7427 Park Place for inspection after plans are approved.
- ☐ Medallion is obtained upon payment of fees at time unit is inspected.



Items Required to Be Kept on The Mobile Food Unit

Documents:

These Items Must Be Posted in Public View

1. Food Dealers Permit (current & valid)
2. Food Service Manager's Certification (Issued by Houston Health Department)
3. Signed, Notarized Property Agreement Letter
4. Signed Restroom Availability Letter

These Items Must Be Kept Inside of The Unit

1. Commissary Receipts / Must be kept in the unit for at least one year from the issue date in chronological order. (Failure to have the receipt in the unit, from 24 hours prior to opening, will result in the temporary closure of the mobile food unit.)
2. Food Handler Certificates / Must be kept in a folder accessible to the Health Officer
3. Employee Health Policy along with signed Form 1-B's (Conditional Employee or Food Employee Reporting Agreement) / Must be accessible to the Health Officer during inspections.
4. Vomiting & Diarrhea Procedures / Must be accessible to employees, and to the Health Officer during inspections.

Other items:

1. Metal stem type indicating thermometer for measuring internal temperatures of TCS foods.
2. Food grade water hose for filling the fresh water tank (Must be cleaned and sanitized and stored protected from contamination when not in use.)



Mobile Food Unit Specifications Checklist

HOUSTON HEALTH DEPARTMENT

Bureau of Consumer Health Services

8000 N. Stadium Dr. Suite 200

Houston, Texas 77054

(832) 393-5100



PLANS CHECK - LIST FOR CONVENTIONAL UNRESTRICTED

MOBILE FOOD UNITS (07-U)

(Areas marked with a Y are correct. Areas marked with a N need corrections)

The following deficiencies were noted (X) on the attached plans and specifications:

	<input type="checkbox"/> Provide one (1) properly prepared plan (no larger than 11"x17") including any specifications. Indicate business name and owner on the plans. <input type="checkbox"/> Number each page of the plans for reference. <input type="checkbox"/> Draw plans to scale and must include a floor plan, plumbing diagram, equipment elevations, finish schedule, and a complete equipment lay-out with full details. <input type="checkbox"/> Provide drawings of the exterior of the unit. Include all items shown which are required by this document. <input type="checkbox"/> Plans must be clear, have legible print, and not present any conflicting information about the unit. <input type="checkbox"/> Show or specify all items on the check list to be included on the plans.
	<input type="checkbox"/> Plans as submitted must have enough detail to complete the review process.
	<input type="checkbox"/> Submit the Menu Disclosure Form, completed in English, for review along with the plans.
	<input type="checkbox"/> Specify the finish schedule for the floors, walls, and ceilings. Material, finish, and color. <input type="checkbox"/> Specify all walls and ceilings must be smooth, easily cleanable, non-absorbent and light in color (40% or greater LRV - Example: colors that are light gray or lighter).
	<input type="checkbox"/> Specify the materials and finishes used for food preparation surfaces, counters, and cabinets. <input type="checkbox"/> List type(s) of proposed fixed equipment (Examples: stoves, grills, fryers, ovens, refrigerators) and fixtures. Specify on plans that all fixed equipment is NSF or ETL certified. OR <input type="checkbox"/> Provide proof that all equipment will meet the specifications of Sec 20-21.10 of the Houston Food Ordinance.
	<input type="checkbox"/> Specify on the plans that utility lines, service lines, and pipes are not unnecessarily exposed , and pipes are enclosed inside of the walls and ceilings or cabinetry.
	<input type="checkbox"/> Show business name on two sides of the mobile food unit. <input type="checkbox"/> Specify that the lettering is no less than 3 inches in height and permanently affixed.
	<input type="checkbox"/> Show a diagram of the plumbing system including all tanks, pumps, fixtures and piping. <input type="checkbox"/> Show and specify the size and type of material used for all water supply piping. <input type="checkbox"/> Show hot and cold running water lines under pressure (required). <input type="checkbox"/> Show and provide "P" traps at sink drains. ("S" traps are not acceptable). <input type="checkbox"/> Show the location of a water pump. <input type="checkbox"/> Specify that the water pump is activated automatically or be equipped with a pressure switch installed in the water supply system. Gravity systems are not acceptable. Air pressurized water systems must include a food grade on board air pump.
	<input type="checkbox"/> Show a 2 or 3-compartment sink. (a 3-compartment sink is recommended). <input type="checkbox"/> Specify that each compartment measures at least 15"x15"x12" (length x width x depth) with rounded internal angles. <input type="checkbox"/> Show a drain board/utensil rack/or moveable dish table for soiled/cleaned utensils. <input type="checkbox"/> Specify: add as a note on plans-units with 2 compartment sinks must provide an approved detergent sanitizer when cleaning and sanitizing utensils.

	<input type="checkbox"/> Show a hand sink separate from the 2 or 3 compartment sinks. <input type="checkbox"/> Show a splash guard between all sinks, food preparation and / or food contact surfaces if the distance between each is less than 1 foot.
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	<input type="checkbox"/> Show a fresh water tank at least 30 gallons in size. <input type="checkbox"/> Specify that the fresh water tank must be constructed of a food grade material (NSF or equal). (No roof top installation allowed). <input type="checkbox"/> Specify that the fresh water tank is sloped to an outlet that allows complete drainage of the tank. (If located on the outside of the unit, show the location on the exterior diagram). <input type="checkbox"/> Show the location of the fresh water inlet, ¾ inch in diameter or less, on the exterior view of the unit. <input type="checkbox"/> Specify that the fresh water inlet must be protected from contamination and be of a size and type that will PREVENT its use for any other purpose. <input type="checkbox"/> The fresh water tank vent, if provided, must terminate in a downward direction and be provided with a protective filter or screened if the termination is in an interior space.
	<input type="checkbox"/> Specify material the waste water tank is constructed of. <input type="checkbox"/> Specify size of the waste water tank (must be at least 15% larger than the fresh water tank). <input type="checkbox"/> Specify that the waste water tank is permanently installed. <input type="checkbox"/> Specify size and type of material used for the waste water drain pipes and atmospheric vent. <input type="checkbox"/> Show waste water outlet , larger than any other piping in the waste water system on exterior diagram. <input type="checkbox"/> Show the location of the waste water tank. <input type="checkbox"/> Specify that the waste water tank can be ACCESSED for measuring and servicing. <input type="checkbox"/> Show an atmospheric vent provided to the outside from the top of the waste water tank. <input type="checkbox"/> Show the atmospheric vent on the exterior that must rise above level of the sinks inside unit and terminate in a downward direction or be provided with a vented protective cover. <input type="checkbox"/> Specify the vent opening is covered with 16 mesh per inch screening or filter.
	<input type="checkbox"/> If located inside the mobile food unit, the fresh water and waste water tanks, water pump, water heater and all drain lines directly under sinks must be enclosed in an ACCESSIBLE cabinet or other smooth easily cleanable structure for servicing or measuring. <input type="checkbox"/> Specify and / or show all of the above on plans.
	<input type="checkbox"/> Show an exhaust fan in the pit room to remove excess smoke and heat. BBQ pit smoke stacks must be vented directly to the outside. <input type="checkbox"/> BBQ pit room / area must be completely closed in with walls, ceiling, floor, doors and windows with glass panes, louvers, or solid, weatherproof panels that can be raised, lowered and locked in place, along with 16 mesh per inch screening in place when the windows are open. <input type="checkbox"/> <u>Half walls measuring at least 4 feet in height may be constructed, provided that the resulting openings are covered with 16 mesh/inch screening and equipped with shutters that completely cover them and can be lowered and locked in place to exclude the elements and pests, when the unit is in transit or otherwise not in operation.</u>
	<input type="checkbox"/> Specify how electricity will be provided; <input type="checkbox"/> generator or <input type="checkbox"/> plug-in at site. <input type="checkbox"/> Specify that windows & doors are not held or kept open to provide access to the electrical outlet.
	<input type="checkbox"/> Show lighting fixtures installed on the interior of the unit floor plan. <input type="checkbox"/> Specify that lighting is shielded. <input type="checkbox"/> Specify that at least 50-foot candles of light are provided to all working surfaces inside.



Mobile Food Unit Specifications Checklist

	<input type="checkbox"/> Specify and show a Type 1 stainless steel commercial vent hood with removable filters installed at an angle between 45 degrees and vertical. Must be mechanically vented to the outside. Vent hood is required over any grill, stove, range or fryer. Ventilation must be adequate for the equipment being vented. <input type="checkbox"/> Specify that the vent hood inside is sealed to walls / ceiling to prevent any hard to clean areas or spaces. <input type="checkbox"/> Show vent hood drain and a removable catch pan along the back edge. <input type="checkbox"/> If the hood roof attachment has an outlet for grease/ liquids, provide a drain pipe and removable, covered catch-pan on the outside of the unit show on exterior diagram.
	<input type="checkbox"/> Specify all openings to the outside; including serving openings and entrance doors, to be screened or kept closed . <input type="checkbox"/> Specify that screening is at least 16 mesh/inch
	<input type="checkbox"/> Show on exterior plan, attached to the unit, an insect and rodent proof covered garbage container, at least 20 gallons in size, for customers use.
XXXX XXXX	Note: Inspection of the unit is required before medallion is issued. Final approval subject to field inspection.

FOOD SERVICE MANAGER CERTIFICATION: Call 832-393-5100 to make a reservation to attend the required class prior to bringing mobile food unit to 7427 Park Place for pre-opening inspection. Provide class date to inspector during check-in. **A certified manager must be on duty when engaging in manufacturing, production, preparation, processing, packaging, service of food, make-ready and cleanup activities.**

FOOD HANDLER: All employees (who handle that are not certified managers) must complete a food handler training course within 60 days of employment effective September 1, 2016.

Link to Food Service Manager Certification and Food Handler trainings online or classroom:

www.HoustonConsumer.org

(rev. 05.19.20)



HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
Mobile Food Units Program
832-393-5100

Account Number

MOBILE FOOD UNIT PROPERTY AGREEMENT LETTER (Complete all Parts of this Letter)

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING PROPERTY _____
(Name of Business)

LOCATED AT _____ **GIVE PERMISSION TO:**
(Give full Address; Number and Street/City, State and Zip Code)

_____ **OF** _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

TO OPERATE THE MOBILE UNIT ON THE ABOVE STATED PROPERTY FOR THE PERIOD:

BEGINNING ON: _____ **AND ENDING ON *** _____
(Start Date for the Agreement) (End Date for the Agreement)

PROPERTY OWNER'S NAME (if signer is not the owner) _____

PROPERTY OWNER'S ADDRESS (required) _____

PROPERTY OWNER'S PHONE # (required) _____

PROPERTY OWNER'S EMAIL ADDRESS: _____

PRINTED NAME OF OWNER / REPRESENTATIVE: _____
FIRST MIDDLE LAST

SIGNATURE OF OWNER / REPRESENTATIVE ** _____ **DATE:** _____

SIGNATURE OF NOTARY: _____ **DATE:** _____

Notes: *The end date shall not exceed the expiration date of the unit's current mobile food medallion.

**** The person signing this letter must be the property owner or someone with the legal authority to authorize property use on behalf of the owner. (i.e. leasing agent or lessee whose contract authorized sub-leasing of the property). Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.**

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES



HOUSTON HEALTH DEPARTMENT
Bureau of Consumer Health Services
Mobile Food Units Program
832-393-5100

Account Number

MOBILE FOOD UNIT RESTROOM AVAILABILITY LETTER (Complete all Parts of this Letter)

I, _____
(First, Last Name of Person signing Letter) (Write "Owner or Manager")

OF THE FOLLOWING BUSINESS _____
(Name of Business)

LOCATED AT _____ **GIVE PERMISSION TO:**
(Record full Address; Number and Street/City, State and Zip Code)

_____ **OF** _____
(First, Last Name of Mobile Unit Owner) (Name of Mobile Food Unit)

AND HIS/HER EMPLOYEES TO USE THE RESTROOM LOCATED WITHIN MY BUSINESS.
THIS RESTROOM IS LOCATED WITHIN 500 FEET OF WHERE THE MOBILE FOOD UNIT WILL OPERATE AT:

(Record Full Address: Number and Street/City, State and Zip Code where Unit will operate)

THE RESTROOM IS AVAILABLE ON THE FOLLOWING DAYS:

_____ **AND HOURS:** _____
(Record Days of the Week) (Record Hours and Indicate AM or PM)

THE CITY OF HOUSTON HEALTH DEPARTMENT INSPECTOR HAS MY PERMISSION TO ENTER FOR THE PURPOSE OF INSPECTING THIS RESTROOM. THE RESTROOM SHALL BE MAINTAINED CLEAN AND PROVIDE THE FOLLOWING FACILITIES: (WORKING TOILET, TOILET PAPER, HAND SINK WITH HOT AND COLD RUNNING WATER, SOAP, PAPER TOWELS OR HAND DRYER)

Printed Name of Business Owner or Manager: _____
FIRST MIDDLE LAST

Signature of Business Owner or Manager: _____ **Date:** _____

Owner/Manager's Phone Number: _____ **Mobile:** _____

Business Owner's email address: _____

Notes: This agreement shall be valid only through the expiration date of the unit's mobile food medallion. Falsification of any information provided on this document by any party will make this agreement null and void and may result in the revocation of the mobile food unit's medallion.

THIS DOCUMENT IS REQUIRED TO BE POSTED IN PLAIN VIEW OF THE PUBLIC IN THE MOBILE FOOD UNIT AT ALL TIMES



MENU DISCLOSURE

(New units & units changing ownership must fill out and submit before inspection)

Business Name	Unit #
Mailing Address	Business Phone #:
Email address:	Mobile Phone #:

PRINT OR TYPE ALL INFORMATION BELOW CLEARLY IN ENGLISH

1. List food sources: (Stores where foods will be purchased)

2. List **ALL TCS** (Time/Temperature Control for Safety) and non-TCS foods, supplies/ingredients you will use on unit to prepare products listed in #12. (**Foods that are served raw, partially cooked, or prepared by specialized processes, such as sushi, ceviche or products prepared by sous vide are not allowed to be served from a mobile food unit.**)

3. Facilities where foods will be prepared and served on the mobile food unit
 - a. Other facility where foods will be prepared for servicing on the mobile food unit (Establishment Name and Address)_____

 - b. Where will you store the supplies? (Check all that apply)
 1. **On the unit** _____ 2) **In the Commissary** _____ 3) **Other** _____ (Provide explanation, such as: a permitted food establishment [name and address] _____)

4. How will you verify that your cold TCS foods are held at 41° F or colder? (✓ all that apply)
☐ Indicating thermometer inside of refrigerator/freezer
☐ Metal stem food/product thermometer

5. How will you properly thaw frozen TCS food products? (✓ all that apply or Not Applicable _____)
☐ In refrigerator unit not exceeding 41°F
☐ As part of the conventional cooking process
☐ Microwave oven, then transferred to a continuous conventional cooking process. (i.e. stove, grill, fryer)
☐ Cook completely from frozen to ready to eat in the microwave oven

6. What methods will you use to properly cool hot TCS foods? (✓ all that apply or Not Applicable _____)
☐ Place food in shallow pans with food depth or 2 inches or less _____
☐ Separate large quantities of heated foods into smaller or thinner portions _____
☐ Use ice water bath to quick chill, stirring every 15 minutes _____
☐ Other approved methods (i.e. food grade cooling paddles, adding ice as an ingredient, etc.) _____
 - a. What time frame(s) is required to rapidly cool hot TCS foods?

7. How will you rapidly reheat TCS foods? / Not Applicable _____
1. What equipment will you use?
 2. What is the required internal temperature for reheating TCS foods ? _____ °F
8. How will you prevent bare hand contact with ready-to-eat foods?
9. What equipment will be utilized for hot holding? (maintaining the internal temperature of ready to eat TCS foods at 135°F or above)
10. Will you use leftovers? Yes___ No ___ / If you marked yes,
- a. How will you handle them? (i.e. storing, date marking,)
 - b. How long will you keep them before using or disposing of them?
11. Name all food/menu items served, (not the recipes) (except for foods obtained and sold in manufacturer's unopened packages that do not require refrigeration) AND **steps of preparation** (including **final cooking temperatures of TCS foods**, equipment/utensils used, hot and cold-holding equipment & temperatures) **THE HEALTH OFFICER MAY PROHIBIT THE SALE/PREPARATION/SERVICE OF SOME TCS (TIME/TEMPERATURE CONTROL FOR SAFETY) FOODS.**
(Food processing is PROHIBITED on Mobile Food Units, whether by conventional or specialized methods.)

[*You may attach additional pages if necessary.]

FOOD / MENU ITEM	STEPS OF PREPARATION PROCEDURES (i.e. thawing, washing, cooking, cooling & holding)	INSPECTOR'S NOTES:
Name: _____ Final preparation temperature (yours): _____ °F minimum required: _____ °F		
Name: _____ Final preparation temperature (yours): _____ °F minimum required: _____ °F		
Name: _____ Final preparation temperature (yours): _____ °F minimum required: _____ °F		

FOOD / MENU ITEM (NAME)	STEPS OF PREPARATION PROCEDURES (i.e. thawing, washing, cooking, cooling & holding)	INSPECTOR'S NOTES:
Name: _____ Final preparation temperature (yours): _____°F minimum required: _____°F		
Name: _____ Final preparation temperature (yours): _____°F minimum required: _____°F		
Name: _____ Final preparation temperature (yours): _____°F minimum required: _____°F		
Name: _____ Final preparation temperature (yours): _____°F minimum required: _____°F		
Name: _____ Final preparation temperature (yours): _____°F minimum required: _____°F		

Form completed by: _____
 Owner/ Manager/Representative

 Signature Date

NOTE: The Mobile Food Unit owner/operator must present a current City of Houston Food Service Certified Manager in order to receive a Mobile Food Unit Medallion.



ATTENTION FOOD EMPLOYEES

Report to your Supervisor Immediately!

IF You have any of the following Symptoms caused by Illness or Infection:

- ❖ Vomiting
- ❖ Diarrhea
- ❖ Jaundice (yellowing of the eyes and skin)
- ❖ Sore Throat with Fever
- ❖ Infected wounds or lesions with pus (on Hands, wrist or exposed body parts)

Report to your Supervisor Immediately!

IF You or a Household Member have been Diagnosed by a Doctor with:

- ❖ Norovirus
- ❖ Hepatitis A
- ❖ Salmonella Typhi (Typhoid fever)
- ❖ Shigellosis
- ❖ E. Coli 0157:H7 (or Other shiga toxin producing Escherichia coli)
- ❖ Non-typhoidal Salmonella

You Could make your Customers Sick!

The Person in Charge shall notify the Health Officer that a Food Employee is diagnosed with any of the referenced illnesses. Reporting your illness or symptoms is MANDATORY.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

I, _____, Acknowledge that I have reviewed and understand the above information.

Date _____





ATENCIÓN EMPLEADOS DE ALIMENTOS

¡ Informe a su supervisor inmediatamente!

Si usted tiene cualquiera de los siguientes síntomas causados por enfermedad o infección:

- ❖ Vómitos
- ❖ Diarrea
- ❖ Ictericia (coloración amarillenta de los ojos y la piel)
- ❖ Dolor de garganta con fiebre
- ❖ Heridas o lesiones infectadas con pus (en las manos, la muñeca o las partes del cuerpo expuestas)

¡ Informe a su supervisor inmediatamente!

Si usted o un miembro de su hogar han sido diagnosticados por un doctor con:

- ❖ Norovirus
- ❖ Hepatitis A
- ❖ Salmonella typhi (fiebre tifoidea)
- ❖ Shigelosis
- ❖ E. coli 0157: H7 (u otra toxina de Shiga produciendo escherichia coli)
- ❖ Salmonella no tifoïdal

Que Podría hacer que sus clientes enfermos!

La persona encargada **Notificará** el funcionario de salud que un empleado de alimentos es diagnosticado con cualquiera de las enfermedades referenciadas. Reportar su enfermedad o síntomas es **Obligatorio**.

Houston Food Ordinance - Article II. Section 20-19(d) and Section 20-21.07(b)

Confirmando que he revisado y entendido la información anterior _____.

Fecha _____



**MUST BE COMPLETED BY ALL FOOD
EMPLOYEES AND A COPY KEPT ON THE
UNIT**

CITY OF HOUSTON

HEALTH DEPARTMENT

BUREAU OF CONSUMER HEALTH SERVICES

8000 N. STADIUM DR. 2nd Floor HOUSTON, TX 77054

832-393-5100

FORM 1-B Conditional Employee or Food Employee Reporting Agreement

Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, *Salmonella* Typhi, *Shigella* spp., or Shiga toxin-producing *Escherichia coli* (STEC), nontyphoidal *Salmonella* or Hepatitis A Virus

The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.

I AGREE TO REPORT TO THE PERSON IN CHARGE:

Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

Future Medical Diagnosis:

Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella* Typhi), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal *Salmonella* or hepatitis A virus infection)

Future Exposure to Foodborne Pathogens:

1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.
2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.
3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the Houston Food Ordinance under Section 20-21.7 Employee Health and the Texas Food Establishment Rules under Section 228.35, 228.36, and 228.37 with respect to reporting, exclusions and restrictions from opportunities to transmit disease in a food establishment and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

Conditional Employee Name (please print) _____
Signature of Conditional Employee _____ Date _____

Food Employee Name (please print) _____
Signature of Food Employee _____ Date _____

Signature of Permit Holder or Representative _____ Date _____



Clean-up Procedures for Vomit and Diarrhea

When someone vomits, germs such as norovirus can spread through the air and contaminate surfaces and food up to 25 feet away. Consumers and employees are at risk of contracting Norovirus or other illnesses from direct exposure to vomit or from exposure to airborne Norovirus from vomit.

Effective clean-up of vomit & diarrhea in a food establishment should be handled differently from routine cleaning procedures and involves a more stringent cleaning & disinfecting process. A clean-up and response plan is intended to address proper procedures to reduce exposures to Norovirus or other contaminants. Timely effective clean-up is imperative.

First Steps

- Remove all individuals within a 25-foot radius and ask them to wash hands immediately.
- Block entry to contaminated area.
- Dispose all uncovered food, and single use containers and utensils within 25-foot radius.
- Wash all utensils and equipment within 25-foot radius.

Disinfect surfaces by applying a chlorine bleach solution

- Prepare a chlorine bleach solution (CDC & EPA recommendations):
- ¾ cup of concentrated bleach + 1-gallon water (concentration ~3500ppm) –OR–
- 1 cup of regular strength bleach + 1-gallon water
- Use a spray bottle and saturate the area and surfaces (25-foot radius).
- Leave surface wet for at least 5 minutes.
- Rinse all surfaces intended for food or mouth contact with plain water before use.

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus.

Clean up

- Be prepared to remove vomit or diarrhea immediately.
- Wear protective clothing, such as disposable gloves, shoe covers, apron and face mask. Change if they become contaminated.
- Work from the clean areas towards the most contaminated areas to minimize the spread of infectious material.
- Use kitty litter, baking soda, or other absorbent material on carpets and upholstery to absorb liquid.
- Scoop and/or scrape to remove the absorbent material
- Wipe up remaining vomit or diarrhea with disposable towels – place the disposable towels over the waste then carefully remove the towels and its contents – do not vacuum the material !
- Dispose of disposable towels/cleaning clothes and waste in a plastic trash bag or biohazard bag.
- Place contaminated table cloths, cloth napkins, and cloth towels into a separate plastic bag for transport to laundry or discard.
- Wash, Rinse and Sanitize all surfaces that contacted the vomit or diarrhea and all nearby surfaces, such as door knobs and toilet handles.
- Clean and disinfect any non-disposable tools (mop heads) used.
- Place disposable protective clothing, rags, and towels in a sealed garbage bag. Seal and place in disposal area.
- Remove all clothing or fabrics that may be contaminated. Machine wash and dry with detergent and hot water on longest cycle and high heat setting.

Wash your hands thoroughly with soap and water. Hand sanitizers may not be effective against norovirus.



Segregate the Area



Wear disposable gloves



Disposable cover gown/apron/mask recommended



Wipe with towels. Dispose in plastic garbage bag.



Mixture of chlorine bleach: (5.25%- $\frac{3}{4}$ cup) per gallon of water.

Norovirus is enclosed by a structure known as a capsid. Alcohol cannot get through it, which is why alcohol-based hand sanitizers do not **kill norovirus**. "It's resistant to many common disinfectants," Hall said. CDC recommends using **bleach** to **kill** it, including chlorine **bleach** or hydrogen peroxide.



HOUSTON HEALTH DEPARTMENT

Bureau of Consumer Health Services
8000 N. Stadium Dr. Suite 200
Houston, TX 77054
(832) 393-5100

List of Locations Where Unrestricted Mobile Food Unit Operates

Date:	Unit #
Business Name:	Vehicle License #
Owner:	Vehicle Identification #

Section 20-22(c) (3) of the Houston Food Ordinance requires, in part, that "Prior to the issuance of any initial or renewal medallion, the operator of a mobile food unit, other than a restricted operations mobile food unit, shall submit to the department a list of locations where the mobile food unit will be in operation. The operator shall also give written notice at least two business days prior to beginning operations at or relocating operations to any location not currently included on the list of active locations submitted to the department.") **Please fill out and submit before inspection.**

Location / address with zip code	Days of operation	Hours

STANDARD OPERATING PROCEDURES:

This unit's potable water tank will be drained, flushed and re-filled. The waste water tank will be drained and flushed, and the unit will be cleaned on the following **days and times: (Units in operation must have a valid servicing ticket from within the last 24 hours.)**

Required: Name and address of waste water disposal site: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Name of owner/representative: _____

Signature: _____

Date: _____



HOUSTON HEALTH DEPARTMENT

Bureau of Consumer Health
Services 8000 N. Stadium Dr.
Suite 200
Houston, Texas 77054
(832) 393-5100



APPROVED COMMISSARIES LIST 2020

NAME	Account	ADDRESS	CONTACT	PHONE NUMBERS
Comissaria Southwest	228228	8331 Beechnut 77036	Taysir (Ned) Zahra	Office: (713) 772-2000 Fax: (713) 772-2003
Della Carts	910067	6405 Brittmoore 77074	Frank Dellasala	Office: (713) 937-8039
Diana's Food Service	213676	5407 Willomine Way 77045	Rafael Alvarez	Office: (713) 433-5334
Distribuidor Mi Jalisco	404204	10602 Bauman 77076	Raul Hernandez	Mobile: (281) 831-4100 Office: (713) 691-4006
Garcia Brother's Warehouse Commissary	425600	5739 Dwinnell 77023	Jaime Garcia	Mobile: (281) 284-3022 Fax: (713) 921-0284
Mobile Caterers of TX	407488	3515 Eastex Fwy 77026	Charles Smith	Office: (713) 222-8231 Fax: (713) 224-8222
Palacios Commissary	977699	6000 Waltrip 77087	Juan Palacios	Office: (713) 645-0965
Tacos El Guero Commissary	409248	841 Crenshaw 77504	Rafael Ortiz	Main: (832) 322-2380
Texas Commissary	986812	212 Harbor 77020	Jeanie Osorio	Office: (713) 673-3931 Fax: (713) 673-0636
Texas Commissary II	222677	8121 Castleford 77040	Jose Luis Osorio	Office: (713) 934-7281 Fax: (713) 934-7574
Tex-Star Comisaria	413930	502 E. Rogers 77022	Karen Narvaez	Office: (832) 203-8282 Fax: (832) 203-8277
Three Brothers Commissary	220299	610 Exchange 77020	Conzaga Morales	Office: (713) 675-6277 Fax: (713) 675-6997
Taquería de Buey y Vaca Commissarya	427743	608 John Alber Rd. Huston, TX 77076	Saul Garcia	(713) 875-8025 Office: (281) 617-7115 Fax: (281) 617-7128

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to mobile food unit operators. If you intend to use a commissary that does not appear on this list, please call 832-393-5100 between the hours of 8am and 5pm to have that establishment inspected by a Pre-opening inspector. This will determine if the establishment in question complies. You must contact these establishments on your own to make commissary arrangements in writing.



PRE-INSPECTION CHECK-IN LIST

(FOOD TRUCKS & TRAILERS THAT PREPARE & OR SERVE OPEN FOOD)

NEW UNITS

☐ DOCUMENTS

- ☐ Stamped, approved plans
- ☐ New, signed, notarized Property Agreement Letter and signed Restroom Availability Letter for the next year. (For locations where unit operates for more than 1 hour per day)
- ☐ List of Locations (Route List) Where Unrestricted Mobile Food Unit Operates
(To obtain a Medallion a unit must have at least one approved location)
- ☐ Valid Driver's License or Photo ID of the owner/operator
- ☐ Valid Texas Driver's License for person will drive or tow the MFU
- ☐ Proof of Insurance
- ☐ City of Houston Food Manager Certification
- ☐ Proof of Food Handler Certification (within 60 day of employment)
- ☐ Form 1-B: Conditional Employee Reporting Agreement for all Food Employees
- ☐ S.O.P.'s & General Guidelines for MFU Operation / Check-list
- ☐ Commissary Receipt (indicating freshwater tank filled) issued within *24 hrs. preceding inspection for new Medallion.*

☐ Requirements to pass Fire Safety Inspection (For units using propane)

- a) Proper fire extinguisher (3A-40BC minimum and Type K for units for fryers) with current inspection tag
- b) LP Gas Permit (*1002 Washington*) issued within 90 days of inspection **\$208.07**
- c) Paid Invoice for Gas System Inspection

☐ Additional requirements

- ☐ Complies with all applicable Laws pertaining to motor vehicle and trailers in the state of Texas.

☐ **We only provide 110 voltages and 30-amp connections. Generator is required for different voltage.**

☐ **Payment:**

\$1062.85 (includes permit, inspection, electronic monitoring device and water sample fees)

\$130.78 (if the unit does not pass the initial inspection)

RENEWAL

☐ Must meet all requirements for a new MFU except:

- Plans (not required)
 - Payment of **\$932.07** (includes permit, inspection, electronic monitoring device and water sample fees)
 - **\$130.78** (if the unit does not pass the initial inspection and for each unpaid re-inspection fee)
-

CHANGE OF OWNERSHIP

☐ Must meet all requirements for a new MFU except:

- Plans (not required, unless unit has been remodeled or significantly altered since it was originally permitted, or required by an Ordinance change)
- New Menu Disclosure form submission required
- Payment of **\$1062.85** (includes permit, inspection, electronic monitoring device and water sample fees)
- **\$130.78** (if the unit does not pass the initial inspection)

Payments are only accepted by credit cards (MasterCard/Visa), cashier's checks, money orders and Company Checks (with the same name as the MFU). Payments may also be made online at www.HoustonConsumer.org .

No cash payments accepted.

Units will NOT be inspected until ALL documents required above are submitted

Inspections are conducted on Tuesdays & Thursdays at 7427 Park Place. Check in is from 7:00 a.m. to 10:00 a.m. **Units arriving after 10:00 a.m. will need to return on the following Tuesday or Thursday before 10:00 a.m.**



STANDARD OPERATING PROCEDURES AND GENERAL GUIDELINES FOR UNRESTRICTED MOBILE FOOD UNIT OPERATION/CHECKLIST

I _____ owner/operator of Mobile Unit _____

account number _____ have read and acknowledge the following:

I will use _____ Commissary for filling the fresh water tank, disposing of waste water, and cleaning and servicing the unit.

The hose used for filling the fresh water tank is provided by: ☐ Commissary ☐ Mobile Food Unit Operator (Check one)

The commissary provides the following servicing operations: **Check all that apply**

☐ Fill fresh water tank ☐ Empty waste water tank ☐ Wash bay for interior/exterior cleaning of unit

☐ Trash disposal into a dumpster ☐ Grease disposal rendering bin

☐ Kitchen for washing equipment/food preparation ☐ Storage space for food/equipment/utensils

- Mobile food unit must be serviced at an approved commissary within the 24-hour period preceding operating for each day of operation. Commissary receipts must always be kept in the unit for at least 1 year. **(Failure to present the commissary receipt at the time of an inspection/investigation, will result in a temporary closure and citations issued to the person-in-charge of the mobile food unit.)**
- Operator must notify the Department in writing at least 2 business days before operating at a new location.
- Fresh water tanks are required to be filled **ONLY at an approved commissary.**
- Waste water tanks are required to be emptied **ONLY at an approved commissary** into a drain that flows to a grease trap. **(Failure to do so will result in a Municipal Courts fine up to \$2,000.00 and temporary closure of the unit.)**
- Always provide a person on duty during food operations (cooking, cleaning, etc.) who has a Food Service Manager Certification issued by the Houston Health Department and posted in public view. Additional food workers must have Food Handler Training within 60 days of employment and copy of card/certificate kept on the mobile food unit.
- All TCS (time and temperature control for safety) foods shall always be maintained at 41° F or below or 135°F or above; provide thermometers (metal stem and indicating) to measure food/water/ambient air temperatures in all coolers/hot storage units containing TCS foods.
- **The following Activities are not allowed:**
 - Food/beverage preparation at home or any unpermitted site (All food and/or beverages must be prepared in the mobile unit, at an approved commissary or another permitted food establishment.)
 - Storage of food in another non-permitted vehicle or structure on site.
 - Igloos/coolers sitting outside of unit (conduct all food operations/servicing/storage from inside of the unit).
 - Free-standing canopies, tents, or other overhead structures within 100 feet of the mobile food unit.
 - Outside dining area (tables, chairs, stools, stand up counters, picnic tables, etc.) within 100 feet of the unit.
 - BBQ pit, fish frying, crawfish boiling or other food preparation activities outside of the mobile food unit.
 - Unscreened windows and doors open when not in actual use.
 - Portable toilets within 100 feet of the unit (and if provided, for customer use only).
 - Waste water or grease dripping on the ground under or around the unit; disposal of waste water, including mop water/grease/solid waste at operational site. **Emptying, allowing, or threatening to introduce any waste into a city drain will result in any or all the following; closure of the unit and issuance of a court citation, revocation of the medallion and/or arrest. The Department may suspend the medallion, which will require the unit to be closed for up to 10 days pending a hearing.** All the information above is to be distributed and explained to all employees in the Mobile Food Unit.

Signature _____ 23 _____ Date _____



HOUSTON HEALTH DEPARTMENT
Consumer Health Services Bureau
8000 N Stadium Dr., Suite 200
Houston, TX 77054



SUMMARY OF MOBILE FOOD UNIT SANITATION REQUIREMENTS: Unrestricted Mobile Food Units

Medallion: Medallion must be current and in current owner's name.

Certified Manager: Must have a Certified Food Service Manager present at unit at all times of food preparation, service and cleaning. Class: (832) 393-5100
(present a valid photo ID, such as driver license, along with certification card/ wall certificate also posted in the unit in public view.)

Food Handler: All employees must successfully complete food handler training within 60 days of employment. Food handlers trained effective September 1, 2016. (unless all food employees are certified managers).

New operation location(s): Notify health department of any new locations **at least 48 hours/2 days before** you start operation at new location. (If unit will operate at new location for more than 1 hour a day, you **must submit a new notarized property letter** and a new approved **restroom letter** for new location to the **Environmental Inspection Center at 7427 Park Place**, or fax the letters to 832-393-5724.

Property Letter- must be posted in view of the public. If letter is unavailable, you will be required to close.

Restroom Letter – must be posted in view of the public. If restrooms are unavailable while the unit is operating, you will be required to close.

Signs: All signs must be attached to and supported only by unit. No signs around unit.

Mobility: Must demonstrate mobility/show that you can move the unit at any reasonable time if requested by any police officer or health officer.

Servicing and Servicing receipts: Maintain a valid servicing receipt from the commissary verifying that the unit was serviced no longer than 24 hours before starting food operations on that day. Receipts must be kept on unit for a period of one year from date of servicing. Servicing includes – filling the fresh water tanks using a food grade hose; dumping the waste water tank, flushing the water system, disposing of trash/garbage; cleaning (sweeping/mopping) the mobile food unit interior and equipment.

SANITATION

Single Service Articles: No washable plates, tableware, cups allowed for food service.

Hot and Cold Water at each sink: (Water at utensil sink must be 110° F. minimum and 100 °F.at the hand sink)

Water Retention: Repair leaky waste-water tanks immediately. If unit cannot retain waste-water, you will be asked to **close. Release waste water from tank at the commissary only.** Citation will be issued and closure of the unit if waste is improperly disposed.

Garbage Container: Must have a covered garbage container **attached** to unit. (20-gallon capacity minimum)

AREA SURROUNDING UNIT

Operation Capacity Limited: All foods must be **stored or displayed in or on unit itself.** (No refrigerators, coolers, other equipment or storage sheds outside unit)

Dining area: prohibited within 100 feet of mobile food units.

Canopies and awnings: prohibited unless part of unit and attached to and supported by only the unit itself.

Utility connections: only quick-connect electrical and telephone services. (**Water, gas, or sewerage** utility connections are **prohibited.**)

Unit Premises: No brooms, mops, hoses, containers, boxes or other such items on the ground outside of unit.

OTHER SANITATION REQUIREMENTS

Pests: Eliminate the presence of insects (roaches, flies, ants), rodents other pests by screens no less than 1/16 mesh to the inch, approved pesticides, rodent/insect-proof doors and windows (kept closed when not in use).

Food Supplies: All food preparation must take place **in unit,** (unless prepared in a commercial food processing plant or other inspected food establishment). **A private residence must not be used to prepare, or store food** served from unit.

Food Temperatures: Always Keep TCS (time and temperature control for safety) foods at required temperatures of 41° F. or below or 135° F. or above.

Thaw foods in refrigerator or in process of cooking and **not on steam table or out on counter.**

Food Storage: Foods should be covered. Raw animal products (meats) should be stored in containers below other foods to prevent cross-contamination.

Cooling TCS Foods: Do not prepare more food than you are able to cool properly. (135°F. to 70°F in 2 hours or less. Then 70°F to 41°F or below in 4 hours or less.) Make sure your refrigeration units are always maintained at 41°F. or below. Proper cooling procedures include: ice baths, reducing the size portions, shallow pans, quick chilling, etc.

Hand washing and sanitary/disposable gloves: Foods which have been cooked or washed (ready-to-eat) must not be touched with bare hands. **Sanitary gloves must be worn** unless foods are handled by utensils, deli paper, tongs, or another barrier. Hands must be washed each time a new pair of gloves are put on. Hands must be washed for at least 20 seconds in the hand sink only. **DO NOT PLACE ANY ITEMS IN THE HAND WASHING SINK.** The sink must be supplied with soap, disposable towels and trash container, and water at a minimum of 100°F. Wash hands after any activity that may contaminate the employee's hands (AFTER - handling raw foods, handling unclean equipment, using the toilet, handling trash, coughing/sneezing into the hands, etc.)

Food Service – Sauces, condiments, should be served in **individual portions** in disposable containers or in pour-type or **squeeze-type bottles**. No large bowls or small re-usable containers.

Additional requirements: The health officer may prohibit the sale of some TCS foods and impose requirements to protect the public's health. Foods and activities not approved include raw foods such as sushi/ceviche; undercooked foods; grinding of TCS foods; specialized food processing.

Note: This is a **summary only**. For a complete list of requirements see the Houston Food Ordinance, Chapter 20.

www.HoustonConsumer.gov



ADDITIONAL REQUIREMENTS FOR BAR-B-QUE MOBILE FOOD VENDORS

1. The BBQ pit must be permanently installed inside of the Food Truck or Trailer.
(It cannot merely be a pit sitting on an open trailer that operates independently or is pulled behind the Food Truck.)
2. **The pit area must be completely enclosed by walls, ceilings, floor, and if provided, windows with glass panes, louvers, or solid, weatherproof panels that can be raised, lowered and locked in place, along with 16 mesh per inch screening in place when the windows are open.** Half walls measuring at least 4 feet in height may be constructed, provided that the resulting openings are covered with 16 mesh/inch screening and equipped with shutters that completely cover them and can be lowered and locked in place to exclude the elements and pests, when the unit is in transit or otherwise not in operation.
3. **A Pit Room should only be used for cooking/smoking foods**
4. The smoke stack for the BBQ pit must vent directly to the outside through the ceiling or wall and the opening must be sealed against the entry of pests and the elements.
5. An exhaust fan must be installed in the pit room/area that vents directly to the outside to remove excessive heat and smoke.
6. The walls and ceiling of the pit room/area should be smooth, non-absorbent, easily cleanable, and light colored. (They should be cleaned frequently due to the excessive amount of smoke normally generated by BBQ pits.)
7. BBQ pits are required to be cleaned at the Commissary, so that the grease and food residue will flow into a drain that goes to a grease trap.

Supplemental Information/Suggestions

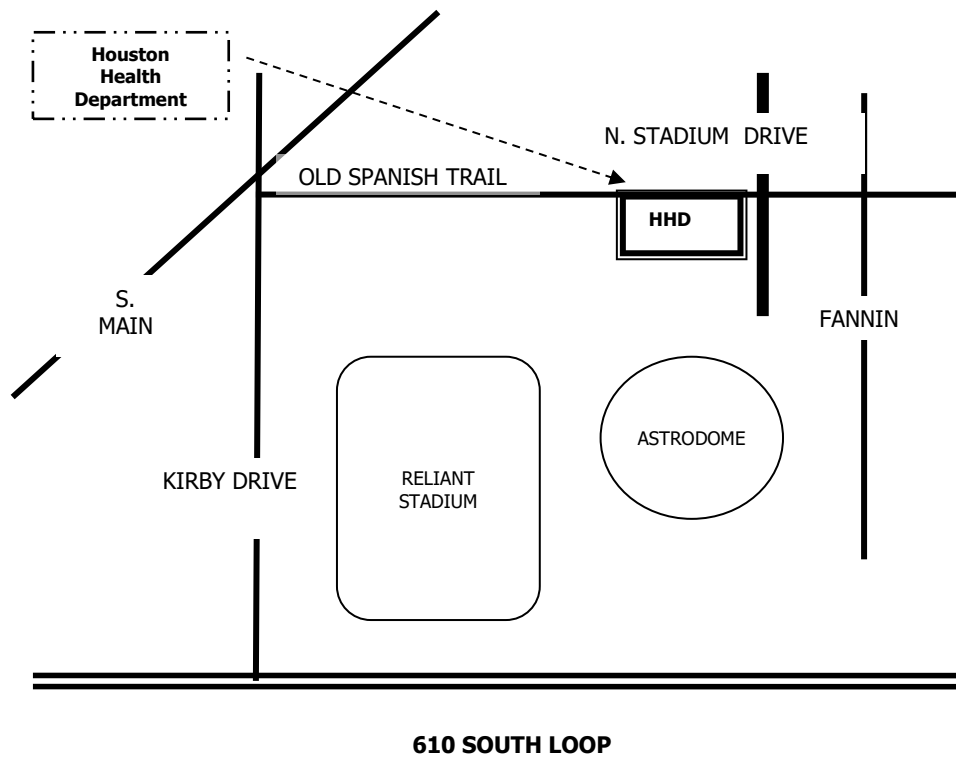
8. Most Mobile BBQ vendors install the pit with the firebox on the outside of the unit. If this is done, care should be taken to seal the space around the pit where it goes through the wall using materials that are heat and fire resistant.
9. Remember this is a food preparation area, so all requirements for mobile kitchens apply to this area also. (i.e. color and finish of walls & ceiling, lighting requirements, etc.)



HOUSTON HEALTH DEPARTMENT
Consumer Health Services Bureau
P.O. Box 300008
Houston, Texas 77230-0008
832-393-5100 (office) / 832-393-5208 (fax)



- ✚ **All mobile food units are inspected at the Environmental Services Building, 7427 Park Place, Houston, TX 77087 on Tuesdays and Thursdays only.**
- ✚ Inspection arrival hours are from 7:00 a.m. until 10:00 a.m. Units arriving after 10:00 a.m. will not be inspected.
- ✚ All unrestricted mobile food unit plans, menu disclosure forms and the plan checking fee must be submitted and paid, prior to review, at the City of Houston Department of Health and Human Services, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor. The office receives payments from 7:30 a.m. – 4:00 p.m., Monday – Friday. Payments can be made with money order, cashier's check, company check, or credit / debit cards. (except American Express.) Payments can be made online at www.HoustonConsumer.org.
- ✚ You will be emailed or called to pick up your plans at the Houston Health Department, 8000 N. Stadium Drive, Environmental Permits and Licenses Office, 1st floor between 7:30 a.m. – 4:00 p.m., Monday – Friday. The "Paid" receipt must be submitted for you to pick up your plans.
- ✚ For more information, please call 832-393-5100.





CITY OF HOUSTON

HOUSTON FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE
1002 WASHINGTON AVE.
HOUSTON, TX 77002
832-394-8811

MOBILE FOOD UNITS INSPECTION REPORT

BUSINESS NAME _____ DATE _____

BUSINESS ADDRESS _____ HOUSTON, TX 77 _____

OCCUPANT _____ DL # _____ ST. _____

OCCUPANT ADDRESS _____ HOUSTON, TX 77 _____

TELEPHONE # _____ CELL. PHONE # _____

MEDALLION ACCOUNT # _____ PROJECT # _____

MFU License Plate # _____

INSPECTION REPORT

Your attention is respectfully called to the violations of the provisions of the following Code of Ordinances of the City of Houston, on the premises located at the address listed above.

The violations discovered at this facility include but may not be limited to the violations listed on this report. Additional violations may be discovered during subsequent visits.

-
- ☐ A permit is required for mobile food units (MFU) using any amount of LP Gas for commercial cooking. Any other mobile food units at the same property address will also be required to have their own individual permit. Permit fee is **\$208.07**, office located at **1002 Washington Avenue**.
 - ☐ An **approved inspection sticker** valid for **12 months** must be displayed on all LP-Gas appliances (Stoves, Fryers, etc.) indicating that a licensed LP-Gas company has inspected the equipment. (Excluding LP gas cylinders). Present a valid receipt for gas inspection
 - ☐ All (MFU) shall carry a **(3A-40BC minimum)** Fire Extinguisher. In addition, a **Type K** portable extinguisher shall also be carried in the MFU when deep-fry cooking is used involving vegetable

oils or animal oils. Both fire extinguishers shall have **current annual inspection date tag**

- ☐ **"No Smoking"** signs approved by the Fire Marshal shall be visible near propane containers. No Smoking signs shall be provided in **English and Spanish**.
- ☐ An approved ventilation system shall be installed over cooking equipment. Hoods shall be operated at the required rate of air movement. Classified grease filters shall be in place and cleaned as needed.
- ☐ All LP-gas containers (**empty or full**) shall be secured in an upright position in such a manner as not to fall over. All MFU shall be positioned in a manner that will reduce the exposure of the LP-Gas cylinder to vehicle impact. Do not park MFU with LP gas cylinders facing oncoming traffic. Always utilize available protection for LP gas cylinders such as fences or barricades.
- ☐ All (MFU) within the boundaries of the District of Limitations No.1 (Downtown) and No.2 (Medical Center) shall be LIMITED TO A 60 LB. LP- gas cylinder and operate on private property only.
- ☐ Only personnel licensed by the *RAILROAD COMMISSION OF TEXAS* (Life Safety Bureau Standard 10, section 3 .4) shall perform connections for LP-gas appliances located within District Of Limitation No. 1 (Downtown) and District of Limitation No.2 (Medical Center).
- ☐ Refueling of generators shall be performed in an approved location not less than 20 feet from the mobile food units (MFU). Fuel shall be stored in UL or FM approved flammable liquid safety containers and in an approved location.
- ☐ The operator of a (MFU) that uses any amount of LP-gas to prepare food shall not operate such unit within **60 feet** of another mobile food unit, except, at festivals or events approved by the Fire Marshal.

COMMENTS _____

Failure on your part to comply with the indicated violations will subject you to the penalties prescribed by law for such violations.

Re-inspection Date _____

Inspecting Officer: **D. Hypolite**

Telephone: **832-771-8814**

Copy Received By: **X** _____ Date _____

FIRE EXTINGUISHER SERVICE COMPANIES

A-1 Fire Equipment 12711 East Freeway Houston, Texas 77015 (713) 455-0296	AAA Fire Equipment Co. 7707 Bissonnet St. Suite # 110 Houston, Texas 77074 (713) 777-6655	Buckeye Fire Equipment 6226 Brookhill Dr. Houston, Texas 77087 (713) 645-3388 (Mike Abke 713-319-5001)	Fire Extinguisher Services 7714 Glover St. Houston, Texas 77012 (713) 644-5151
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Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you.

APPROVED GAS EQUIPMENT INSPECTION COMPANIES

Blue Flame 13823 Packard Houston, TX 77040 Phone: 713-462-5414 Contact: Joe Green 290 @ Fairbanks	Northside Propane 11404 Eastex Freeway Houston, TX 77093 Phone: 281-590-7575 Contact: Dana Young Hopper @ East Mt. Houston	R & R Propane – South 101 Spencer Highway South Houston, TX 77587 Phone: 713-910-5884 Contact: Jake Rouse	R & R Propane – North 13146 Mill River Houston, TX 77070 Phone: 832-671-9258 Contact: Jake Rouse
Propane Express 10603 Tower Oaks Blvd Houston, TX 77070 Phone: 281-300-4352 Contact: Anthony Kroon	Southwest Commissary 8331 Beechnut Houston, TX 77036 Phone: 713-772-2000	AAA.LP-Gas L.T.D. L.L.P. 18402 Stuebner Airline Spring TX. 77379 Phone: 281-376-5601 Contact: Brenda Boatman	Diana's Commissary 13515 S. Post Oak Rd. Houston, TX 77045 281-914-6275 Contact: Oscar Lazo

Note: This list is neither an endorsement nor a recommendation. It is provided solely as a public service to you. If one of these LP-gas (propane) companies can't assist you, contact any propane company in the telephone directory or internet. The company must be licensed with the Railroad Commission of Texas. The LP-gas company will have to inspect all appliances and make all LP-gas connections.

TREATMENT OF CONTAMINATED MOBILE FOOD UNIT POTABLE WATER TANK

If you are notified of positive water sample (sample contaminated with E. coli, a bacterium that can cause severe illness or even death, in humans), immediately **cease food service operations** and close your mobile food unit. Go to an approved Commissary and take the following measures: (You may also want to do this as a precautionary measure before bringing your unit in for the initial permitting inspection.)

1. Drain potable water tank and supply pipes completely. (open faucets)
2. Add some water but keep the tank less than half full. Pour chlorine bleach into potable water tank. (See chart below for amounts). In the case of a hose-valve inlet:
 - a. Remove screen if present
 - b. Cut a hose **(food grade-clean and sanitized)** near the end and connect the inlet valve
 - c. Insert the end of a funnel **(that is clean and sanitized)** into the hose
 - d. Pour bleach into funnel
3. Fill potable water tank with water.
4. Open all cold and hot water valves to draw chlorinated water through pipes until chlorine odor is detected.
5. Allow to stand 4 hrs. or overnight. (Or, use double the amount on chart and allow the chlorinated water to stand for at least 1 hr.)
6. Flush water tank thoroughly until no chlorine odor can be detected in water flowing from faucets. This will mean emptying potable water tank completely, draining waste water into drain at commissary, re-filling potable water tank. Repeat this until no chlorine odor is detected. This can be checked also with a chlorine test kit.
7. Take unit to 7427 Park Place on Wednesday, as scheduled by appointment only, for another water sample, with a Money Order of \$16.50 and the green Commissary Receipt. (If you do not already have an appointment, contact Elsa Gonzalez at **(713) 201-9973** to schedule one.)
***If you arrive late for or miss your appointment, your water sample will NOT be collected, and you will have to call and reschedule for the next Wednesday.**

Note: If water tank and system are not flushed well enough of chlorine before the second sample is taken, the results could be inconclusive, requiring you to return again with the unit.

How much bleach should I use?

30-40 gallon tank → 1 gallon
40-50 gallon tank → 1 gallon
50-60 gallon tank → 1 gallon
60-70 gallon tank → 1 gallon
70-80 gallon tank → 1 gallon
80-90 gallon tank → 1 gallon
90-100 gallon tank → 1 gallon

***Your mobile food unit is required to remain closed until the laboratory results for your water sample report negative for contamination, and you are re-opened by the Health Officer.**



NEW MOBILE FOOD UNIT FEES EFFECTIVE JANUARY 1, 2021

CITY OF HOUSTON
Houston Health Department
Bureau of Consumer Health Services
8000 North Stadium Drive
Houston, TX 77054
832-393-5100

Note * Only Money Orders, Cashier's Checks, Credit Cards (MasterCard, Visa or Discover) or Company Checks are accepted for payment of fees at the Environmental Inspection Center 7427 Park Place
Fees may be paid online www.Houston.Consumer.org

Mobile Food Unit Medallion (all units)	\$648.04
Electronic Monitoring Fee (Unrestricted, Conventional units)	\$267.53
Pre-opening inspections (new units or new owners) or remodeling of existing units <u>per inspection</u>	\$130.78
Plan checking fee (new or remodeled unrestricted units) <u>per submission</u>	\$41.61
Food Manager Certification Class	\$83.22
Food Manager Certification Reciprocity	\$41.61
Food Handler Training	\$11.89
Re-inspection fee (poor sanitation inspection, failed pre-opening or renewal inspection)	\$130.78
LP Gas Permit -if unit uses propane (separate payment made at 1002 Washington Avenue)	\$208.07
Water Sample Fee (for laboratory testing of sample from fresh water tank) [*included in Unrestricted fees below]	\$16.50
Total payment to <u>renew</u> my expiring medallion	
Unrestricted-Conventional* (food trucks & trailers)	\$932.07
Unrestricted-Fixed Location* (food carts)	\$664.54
Restricted Units [Conventional & Fixed Location] (food trucks, trailers & carts)	\$648.04
Total payment for a <u>new</u> medallion (new unit / new owner)	
Unrestricted / Conventional* (food trucks & trailers)	\$1062.85
Unrestricted / Fixed Location* (food carts)	\$795.32
Restricted / Conventional & Fixed Location* (food trucks, trailers & carts)	\$648.04